



**10 OCTOBER 1997**

**Command Policy**

**AFMC PROGRAMMING PLANS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides guidance for the purpose of preparing and implementing AFMC Programming Plans (PPlans). It implements AFI 10-501 and identifies, in general, what is involved in a PPlan and when it is useful. This is the first issue of this instruction. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

**1. Objective.** A PPlan is written to describe, in detail, a major action that is being accomplished below the HQ USAF level, and focuses on major tasks and/or milestones. A PPlan can be initiated in response to a program action directive (PAD), a program guidance letter (PGL), or HQ AFMC direction. Some examples of when a PPlan would be useful:

- 1.1. Creating a new organization.
- 1.2. Transferring an organization from one command to another.
- 1.3. Merging organizations.
- 1.4. Transferring a mission/workload from one AFMC location to another.

**2. Responsibility.**

- 2.1. The AFMC organization/directorate with mission responsibility for the organization being created/transferred/merged will determine the need for a PPlan and will develop and manage the PPlan.
- 2.2. In the case of joint PPlans (a PPlan being developed jointly with another Department of Defense (DoD) service, major command (MAJCOM), or air logistics command {ALC}), the PPlan manager will coordinate with the other DoD service, MAJCOM, or ALC to develop the PPlan.
- 2.3. Each organization developing a PPlan is responsible for the following:

- 2.3.1. Contacts all applicable AFMC organizations which will take part in the development of the PPlan, including the AFMC Business Area Chief Operations Officer.
- 2.3.2. Ensures that each applicable AFMC organization appoints an office of primary responsibility (OPR) to work with the organization developing the PPlan (these OPRs will be designated as "annex managers"). The PPlan is divided into a series of annexes which correspond to major organizational functions or structure (i.e., Civil Engineering, Logistics, Personnel, etc.). These annexes describe the new concept of operations and the transition plan from the current state to final organization. Associated with these annexes may be appendices, which further describe sub-functions and list the major actions needing to occur for implementation.
- 2.3.3. If a PPlan is being written in the Headquarters, contacts HQ AFMC/XPX to receive a PPlan number to allow the Headquarters to track all "in house" PPlans.
- 2.3.4. Sets up meeting with all annex managers and assigns each to develop an annex from their respective organizations that specifically describe what must be done to accomplish the task spelled out in the PPlan. Requests each annex manager sign their respective annex.
- 2.3.5. Establishes a status reporting process to measure implementation and progress of the PPlan.
- 2.3.6. Consolidates all annexes and format the PPlan (see attachment 1).
- 2.3.7. Coordinate the PPlan with all applicable organizations.
- 2.3.8. Determines appropriate signature level for the PPlan.
- 2.3.9. At a minimum the organizational director or deputy director signs the PPlan.
- 2.3.10. Prints and distributes the PPlan to all annex managers and any applicable organizations which may be affected by its accomplishment.
- 2.3.11. Provides changes to the PPlan, when applicable.

**3. Guidance.** HQ AFMC/XPX is the OPR for this instruction, and will provide general guidance for all AFMC written PPlans.

PETER J. HENNESSEY, Colonel, USAF  
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## Attachment 1

## HQ AFMC PPLAN FORMAT

Preface	Page
Title, Effective Period, Office(s) of Primary Responsibility, Security Considerations, Record of Changes	i
Contents	ii
Basic Plan; Purpose, Authority/References, Background, Concept of Operations, Participating Organizations, Responsibilities, Coordination and Approval, Reporting Instructions, Closure Instructions, Signature Block(s)	1
Annex A - List of all Annex Managers	A-1 thru
Annex B - Manpower and Organization	B-1 thru
Annex C - Personnel	C-1 thru
Annex D - Comptroller/Financial Management	D-1 thru
Annex E - Logistics	E-1 thru
Annex F - Civil Engineer	F-1 thru
Annex G - Comm-Computers and Information Management	G-1 thru
Annex H - Public Affairs	H-1 thru
Annex I - Distribution	I-1 thr

\*Delete or add annexes as required.

**Attachment 2****HQ AFMC ANNEX FORMAT**

**A2.1. Purpose.** A brief paragraph explaining the required actions needed to accomplish the tasks described in the annex.

**A2.2. Authority/References.** A brief listing of all Air Force Instructions, AFMC Instructions, and any memos pertinent to the taskings identified in the annex.

**A2.3. Assumptions.** List any assumptions being made to accomplish the taskings identified in the annex.

**A2.4. Responsibilities.** A brief description of what the organization will be responsible for regarding the PPlan, the name, address, and DSN of the annex manager.

Appendix 1

Time-Phased Actions

**APPROVED:**

Signature/Date

XXXX Annex Manager

**Attachment 3****HQ AFMC APPENDIX FORMAT****APPENDIX 1 TO ANNEX X****TIME-PHASED ACTION**

<b>Milestone</b>			<b>Scheduled</b>	<b>Date</b>
<b>Activity</b>	<b>Description</b>	<b>Agency</b>	<b>Start</b>	<b>Complete</b>
(Numeric code for tracking purposes, (i.e, X005/001)	(Brief description of the task)	(Office of primary responsibility)		